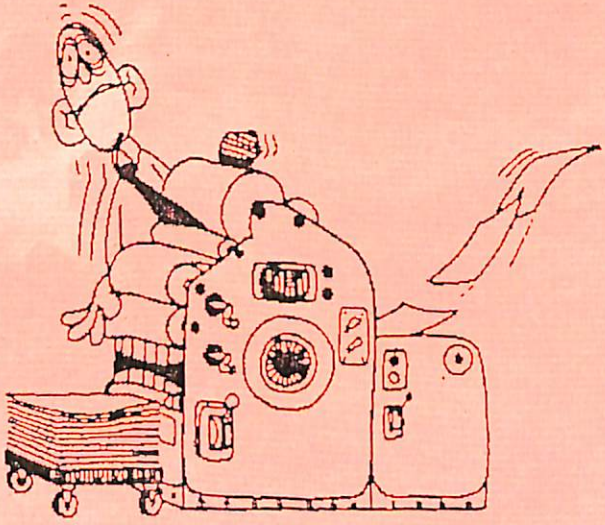
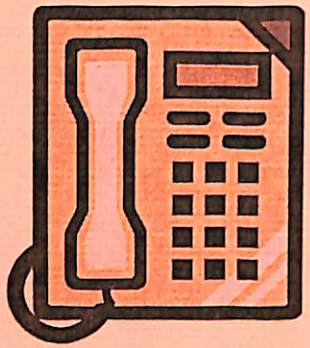
Dodge City Community College

Copy Center & Mail Room

Guidelines



Copy Center & Mail Room Phone Numbers



Off Campus
227-9214

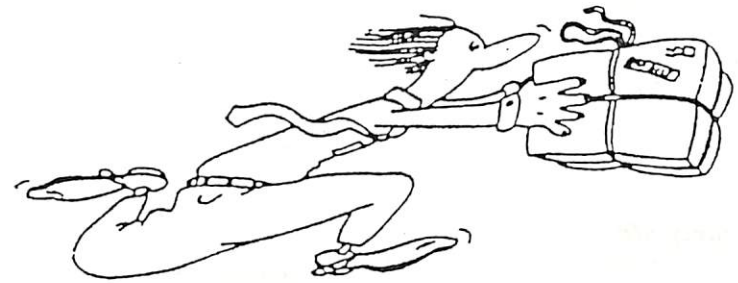
On Campus
Ext. 214

Copy Center Personnel
Jewell Perkins

Mail Room Personnel
Louise Tegarden

Campus Mail/Courier Services

Each day at 10:30 a.m. maintenance picks up the mail and other items for delivery across campus. The present pick up and delivery sites at each building are as follows:



Student Union	Student Services Secretary
Physical Education	Secretary
Math & Science	President's Office
Administration	Business Office, Dean of Instruction's Office, Public Information Office
Fine Arts	Secretary
Allied Health	Secretary
Learning Resource Center	LRC Work Room
Residence Halls	Shelden Housing Office
Technical Center	Secretary
Maintenance	Secretary

PAPER, PAPER, PAPER

PAPER MAY BE PURCHASED THROUGH THE COPY CENTE BY THE REAM (500 SHEETS) OR BY THE CASE (10 REAMS).

Letter 20#

White
Ivory
Buff
Tan
Goldenrod
Pink
Green
Orchid
Blue
Cherry
Gray
Salmon
Canary

Astrobrights/Kaleidoscope

Variety of bright colors

Card Stock 67#

White
Blue
Canary
Peach
Red
Gamma Green
Purple
Iris Parchment
Orchid
Pink
Goldenrod
Green (light)
Gold
Lunar Blue
Blue Parchment
Antique Gold Parchment

Parchment Paper

Pink
Currency Green
Soft Iris
Antique Gold
Gray
Blue
Scroll Tan

11X17

White

THE COPY CENTER ALSO CARRIES A VARIETY OF BROCHURE AND LINEN PAPER FOR THOSE SPECIAL PROJECTS.

Mail Room Guidelines

PHONE EXTENSION NUMBERS ARE NOT TO B USED AS A MIAL I.D. NUMBER, UNLESS IT HA ALREADY BEEN SET UP THAT WAY. EAC DEPARTMENT OR INDIVIDUAL HAS AN ASSIGNE MAIL I.D. NUMBER. IF YOU DO NOT KNOW YOU MAIL I.D. NUMBER, CONTACT YOUR BUILDIN SECRETARY OR THE MAIL ROOM AT EXT. 214.

1. Each department or persons' outgoing mail is to be banded as follows: In-state, Out-of-state, Dodge City, Residence Halls and Foreign. Foreign mail should be banded according to country. Business reply and stamped mail should also be banded separately.

2. If mail is to be sealed by the postage machine, please stack the envelopes with the flaps overlapping, then banded appropriately.

3. All outgoing mail must have return identification on each piece located in the upper left hand corner of the envelope. This identification should include a return address and mail I.D. number.

4. When filling out inter-office envelopes we ask that you do not abbreviate names or departments. Please write in a full name and department.

5. All outgoing packages should clearly be marked as 1st class, book/library rate, UPS, FedEx, etc. All packages must be boxed, taped and ready to go, with any wording that does not pertain to shipping blacked out.

6. All outgoing mail must be brought to the mailroom by 4:00 p.m. each day. Mail is picked up by Maintenance and taken to the Dodge City post office by 4:30 p.m. each day.

COPY CENTER GUIDELINES

1. ALL BOOKS OR INSTRUCTIONAL NOTES TO BE SOLD IN THE BOOKSTORE ARE TO BE IN THE COPY CENTER NO LATER THAN JUNE 1ST FOR PRINTING DURING THE SUMMER.

2. THE COPY CENTER WILL NOT REPRODUCE ANY WORK(S) UNDER A COPYRIGHT. If the material requested is under a copyright, even if the copyright is your own, we must have a copy of the release statement. NO RELEASE STATEMENT - NO COPIES.

3. All originals brought or sent to the Copy Center must be ready for reproduction. ALL PAGES ARE TO BE THE SAME SIZE WITH MARGINS OF 5/8" ON ALL SIDES. MAKE SURE THAT ALL PAGES OR THE ORIGINAL ARE WHITE OR THE COPY CENTER WILL HAVE TO TAKE THE TIME TO MAKE A SECOND ORIGINAL. ANY ATTACHMENTS TO THE ORIGINAL MUST BE TAPED OR GLUED DOWN COMPLETELY ON ALL FOUR SIDES. If not, they will get caught in the machine. Also, each page of the original must be numbered on either the front or the back of the page.

4. It is REQUIRED that all work to be copied in the Copy Center a full 24 HOURS before it is needed. ANY LAST MINUTE OR RUSH JOBS MUST RECEIVE AUTHORIZATION FROM JEWELL BEFORE BEING SENT OVER IN THE MAIL OR BROUGHT TO THE COPY CENTER. COPY CENTER EXT. 214.

5. All work sent to the Copy Center to be copied must be accompanied by a pink Copy Center Request form. Remember to include your name, department, phone extension, account number and any other important instructions. Please remember when filling out the Copy Center request form, double sided originals (front & back) count as 2 pages.

IF YOU HAVE ANY QUESTIONS ABOUT COPY CENTER PROCEDURES OR SERVICES, PLEASE CALL EXT. 214.

THIS IS A CHERRY PINK FORM

Date Copied: _____

Copy Center Request

Type of Material: _____

Date Submitted: _____ Date Requested: _____

Deliver To:(Name) _____

Building: _____ Phone Ext#: _____

Number of Pages: _____

Number of Copies: _____

Paper: White: _____ Color: _____

Size: 8 1/2x11: _____ 8 1/2x14: _____ 11x17: _____

Copy: Front: _____ Front & Back: _____

Collate: _____ Staple: _____

Punch: _____ Fold: _____ Cut: _____

Pad: _____ Bind: _____ Laminate: _____

Account#: _____

Cost Per Page: _____ Total Cost: _____

Bulk Mail Guidelines

1. Must be 200 pieces or more.

2. Bulk mailings must be stacked in zip code order and must be in Bulk Mail Envelopes. Bulk mail envelopes are available through Central Stores.

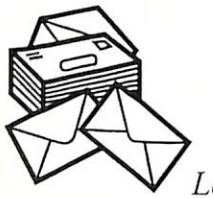
3. A blue bulk mailing form must be filled out and be brought in with each bulk mailing. These forms are available through the mailroom.

4. Each piece of mail must have a Mail I.D. number and return address in the upper left hand corner. Business reply envelopes included in your bulk mailing must also have a Mail I.D. on each envelop for easy identification upon receipt in the DCCC Mail room.

5. All envelopes must be the same type and weight. The contents of each envelope must be the same, i.e. color of paper and number of sheets of paper.

6. Foreign mail cannot be sent bulk mail, or as a part of a bulk mailing.

7. Please separate residence hall mail from your bulk mailing. Residence hall mail will be sent through intercampus mail.



Louise Tegarden, Mailroom clerk, must be notified 3 days in advance of any bulk mailing.

THIS IS A LIGHT BLUE FORM

Bulk Mail Request

Type of material _____

_____

Date submitted _____

Date to be mailed by _____

Name _____

Building _____ Phone Ext. _____

Number of pieces (approx.) _____

Letters _____

Flats _____

Account # _____

Additional instructions _____

_____

_____

Attach copy of article being mailed

NOTES

The Copy Center can notepad, hole-punch, fold, laminate or bind materials. Please include specific instructions on the Copy Center Request Form!